

The logo consists of a blue rounded rectangle with a white 'PPI' text inside.

Report designed for

Sally Sample

Profiles Performance Indicator 2.0 Management Report

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Management Report

The primary purpose of this Management Report is to provide you with information concerning the significant behavioral indicators of Ms. Sample and her preferred style of performing her job. You will also get a good picture of her potential for growth and development within your organization and how you can help her maximize her potential.

This report measures behavioral indicators in four different aspects.

1. Behaviors in the following critical, job-related components along with suggestions for improving performance in the following areas:
 - Productivity
 - Quality of Work
 - Initiative
 - Teamwork
 - Problem Solving
 - Adapting to Change
2. How Sally Responds to Job-Related Stress, Frustration and/or Conflict
3. What Motivates Deana
4. Motivational Intensity of Ms. Sample

Summary of Behavioral Indicators

This section of the report summarizes the typical behavioral indicators of Sally with regard to six critical job-related components. The purpose of this information is to help you identify and make full use of her strengths and to help her manage those areas that might be limiting her effectiveness.

1 Productivity

- She places strong emphasis on motivation and maintaining a great deal of emotional drive in the work situation.
- She is most comfortable with being held accountable for her results in a noncompetitive environment.
- She likes to work with a team.
- She prefers feedback concerning her productivity at regular intervals.

Suggestions for improving her effectiveness:

- Manage her priorities by recognizing the activities that yield the greatest result.
- Look for shortcuts, where appropriate, to make her work routines more efficient.
- Consider better management of time. Develop a process for completing tasks in a more efficient and timely manner.
- Remember that even the most exciting task has its share of details that must be dealt with if she is to succeed.
- Accept the importance of completing work tasks according to priority commitments and deadlines.

2 Quality of Work

- Sally would enjoy motivating others to attend to quality but tends to avoid tasks requiring that level of diligence from herself.
- She is inclined to demonstrate attentiveness with quality standards when these standards are supported by leadership.
- Sally can be concerned with quality; however, she tends to become bored quickly with detailed work.
- Typically, she performs in a consistent and predictable manner.

Suggestions for improving her effectiveness:

- Be vigilant in monitoring quality levels and be ready to make improvements when appropriate.
- Set regular quality checkpoints so that each piece of a project is checked sequentially for quality.
- Focus attention on obstacles to achieving quality results and on ways to avoid or eliminate them.
- Focus on the overall objective, but attend to the critical details needed to achieve great results.

3 Initiative

- She exhibits a charismatic personality and is able to motivate others to reach their potential.
- Sally is a team focused leader with a cooperative attitude.
- Being empathetic to others, she is most often emotionally honest and warm with those around her.
- She is likely to be open and warm to those around her.

Suggestions for improving her effectiveness:

- Challenge the status quo, ask "why." Take the initiative to be more independent.
- Be careful about becoming somewhat timid and having too high an opinion of past precedents.
- Try new opportunities while reducing and controlling her tendency to worry about possible disruption to her routine.
- Risk new work approaches, strategies, and techniques.
- Always be aware of the need to follow through with tasks. If needed, consider a time management class. Regardless, use a system to schedule and organize project time.
- Always keep focused on the end result that is required, as well as the process involved.

4 Teamwork

- She likes a workplace where people's personal as well as professional issues are considered.
- She is likely to work very well in group situations.
- Others will typically respond positively to Deana.
- She generally prefers to work in group situations and may focus more on group harmony than on objectives.

Suggestions for improving her effectiveness:

- Discern the agendas of other individuals. Act with diplomacy but stand for what she personally believes.
- Learn to be more assertive with people, taking charge of situations when appropriate.
- Learn how and when to be more direct and straightforward.
- Keep her focus on the group's objectives.

5 Problem Solving

- Ms. Sample can make friends easily but may need to temper friendships when placed in a problem solving role.
- She will help team members produce as long as the importance of reaching the objective is communicated as a priority.
- Sally is highly involved and employs an inclusive, relaxed problem solving style where her team is allowed to collaborate in order to reach an appropriate plan of action.
- Peers may seek input and advice from her for both work-related and personal problems.

Suggestions for improving her effectiveness:

- Look for more innovative solutions to problems. Don't assume that old solutions are the only way to go.
- Look for solutions that have a little flair to them. It is okay to draw some attention with an effective solution for a problem.
- Do not be afraid to take some risks in solving problems.
- Be careful not to overestimate her ability to motivate others or to change their behavior.
- Take more time to think through possible consequences before taking action.

6 Adapting to Change

- Changes that disrupt the stability of the workplace may not get her full support.
- Ms. Sample is both excited by and cautious of change; she wants to know that the change will benefit the organization as a whole before providing her strong support.
- A change that results in a better workplace for all will certainly evoke her excitement which will become apparent in the positive attitude she expresses to her compatriots concerning the changes to come.
- Laboring through the details associated with initiating a change process is not a contribution that Sally is likely to offer.

Suggestions for improving her effectiveness:

- Congratulate her efforts to focus on each step of the change process.
- Maintain a positive attitude, exemplifying your confidence in the change and modeling a calm and optimistic demeanor, which should reduce her stress during this time of change.
- Keep Sally focused on the goal, so that she does not get lost in the step-by-step processes involved.
- Maintain constant communication, gauging her comfort level during the change process.

How Sally Responds to Job-Related Stress, Frustration and/or Conflict

When experiencing stress, frustration and/or conflict in a job setting, Sally may:

- Show patience.
- Seek cooperation from others.
- Avoid interpersonal aggression, be willing to accommodate others.
- Use a light touch to take the tension out of serious situations.
- Avoid open and direct conflict.

If, however, the level of stress, frustration and/or conflict becomes intense and/or continues over an extended period of time, there may be a tendency to:

- Become too indirect; might not be forceful enough.
- Resist change just for change sake.
- Wait for instructions before acting.
- Over-estimate her own ability to change others.
- Become careless and disorganized.

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